



Internship Opportunity

**KY Labor Cabinet
Department of Workplace Standards
Division of Occupational Safety and Health Education and Training
(Safety Focus)**

I. Position Title and Location

Labor Cabinet Intern
Kentucky Labor Cabinet, 1047 US HWY 127 South, Suite 3, Frankfort, KY 40601

The Department of Workplace Standards has the statutory authority and oversight to carry out the administrative duties of the Divisions of Wages and Hours; Apprenticeship; Occupational Safety & Health Education & Training; and Occupational Safety and Health Compliance.

II. Role of the Intern

The Kentucky Labor Cabinet, Department of Workplace Standards, Division of Occupational Safety and Health Education and Training is seeking a dynamic undergraduate or graduate student to assist the Division (Division of Occupational Safety and Health Education and Training) with Kentucky employers to promote worker safety through high-quality education and technical assistance.

Information regarding:

KY Labor Cabinet: <http://www.labor.ky.gov/Pages/Labor-Home.aspx>

KY Safe: <https://kysafe.ky.gov/Pages/index.aspx>

U.S. Department of Labor: <https://www.osha.gov/>

III. Duties and Responsibilities

- a. Performs duties consistent with the guidelines of an approved co-op education or internship program.
- b. Observe Safety Consultants (learn hazard recognition and survey procedures).
- c. Assist Safety Consultants (applies hazard recognition and survey procedures).

- d. Research regulations, associated literature, and technical publications to assist Safety Consultants and Safety Program Manager.
- e. Assist eTrain staff by reviewing and proofreading agency's training publications. Assist administrative staff with clerical tasks related to occupational safety management systems. Conducts research in the safety field.
- f. Perform other duties as needed.

IV. Skills

The intern selected for the positions should:

- a. Demonstrate the ability to work independently after receiving an orientation and instructions from management.
- b. Be adept at written and oral communication, and possess the ability to present various materials in public settings.
- c. Be comfortable with basic software such as Office Suite, PowerPoint, Excel, etc.
- d. Given the nature of the position and potential interaction with leaders from government and business communities, be professional in demeanor and appearance.

V. Logistics

This position is currently open. The intern is expected to work 37.5 hours per week, with a salary range of \$7.25-\$12.30 per hour.

To apply, please go to the following web address, search for position 56033BR (CO-OP Intern) and complete the application.

<https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=20101&siteid=5031#home>

In addition to completing the online application at the above link, please forward a cover letter expressing interest, a current resume, 2 writing samples and 2 letters of recommendation to Cassidy.Connell@ky.gov